



Human Resources

Employee Information Form

Note: New Hires must attach a photocopy of Social Security Card. This is required for IRS reporting purposes. **Your name must be written exactly as it appears on your Social Security Card.**

First:	Middle:	Last:	Suffix: (i.e. Jr, Sr)
Social Security Number:		Employee ID:	
Permanent Address: (To be used for Payroll purposes only. W-2s will be sent to this address.)			
Street Address:			
City:		State:	Zip Code:
Phone:	Date of Birth:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnicity and Race: For governmental recordkeeping and reporting requirements only.			
Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is your race? Select one or more.		
	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
	<input type="checkbox"/> Asian	<input type="checkbox"/> White	
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Non-Disclosed	
Educational Background:			
Highest Degree Earned:		School:	
Major:		Date Degree Received:	
Virginia State Service History:			
Do you have prior full-time Virginia state service? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered NO to the above question, you may skip this section.			
State Agency:		State Role Title:	
Position Type: <input type="checkbox"/> Faculty <input type="checkbox"/> Classified		Last Day of Employment:	
Court Ordered Child Support Withholding:			
The 1993 Session of the Virginia General Assembly enacted legislation intended to further the efforts of the Department of Social Services' Division of Child Support Enforcement in locating working parents who are delinquent in child support payments. As an employer of the Commonwealth of Virginia, James Madison University is required to report each new hire to the Virginia Employment Commission and to ask employees to disclose at the time of hire the existence of an income withholding order for child support.			
Do you have an income withholding order from the Court for child support? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employee Signature:			Date Signed: